



31-07

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Defense Military Division (Enlisted Personnel) P.O. Box 17965 Atlanta, Georgia 30316	Application Number 165-A	
Application Number		Date Received APR 28 1981	Date Completed MAY 14 1981
2. Person to Contact Joyce A. Brannen		Working Title Records Clerk	Telephone Number 404-656-6197
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <u>165</u> Check One: <input checked="" type="checkbox"/> Change; <input checked="" type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1926 present		5. Records Series Title (followed by title used in office; if different) Morning Reports	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Office of the Chief of Staff coordinates and reviews the administrative, personnel, training, logistical, maintenance, and public relations activities of the Georgia Army National Guard. It is responsible for formulating policies and for developing plans and procedures involving all of these functional areas. Also, it is the liaison with representatives of the United States Army Headquarters and the National Guard Bureau.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: accounting for all military personnel of each organization of the Army National Guard, in order to provide a continuous certified strength status and historical record of the organization. These documents also provide the necessary information for XXXXXX reconstruction of a lost or destroyed personnel record. Included are: Morning Reports File is arranged: numerically by number designation of dates.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>0</u> ; Seven to twelve months old <u>0</u> ; Thirteen to twenty-four months old <u>0</u> ; twenty-five months and older <u>1</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>XX</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
N/A		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	0	years.	d. Audit period	0	years.
b. Statute of limitation	0	years.	e. Administrative need	1	years.
c. Federal law	0	years.	f. Federal retention instructions	0	years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

These documents provide the necessary information for reconstruction of a lost or destroyed personnel record

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) _____ 1 year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	24 April 1981	<i>[Signature]</i>	24 April 1981
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	
		State Auditor/Designee	11-12-81
		Secretary of State/Designee	5-7-81
		Attorney General/Designee	5-12-81



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

31-07

1. Application Date 25 May 1972		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE			
2. Agency Application No. 6-72				Date Received UN 5 1972		Application No. 165	
3. AGENCY, Division, Subdivision & Administering Office Address Department of Defense Building #5 Room - Enlisted Section		4. Person to Contact J. G. Strange		Date Completed JUN 7 1972		5. Working Title Personnel Officer	
				6. Tel. No. 627-2471			
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.							
8. Inclusive Dates 1944 - 1968		9. EXACT SERIES TITLE National Guard Morning Reports					
10. What function performed resulted in creation of this series These files relate to recording and reporting the location and the duty or nonduty status of Army National Guard Military personnel.							
11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any Documents which provide accounting for all Military personnel of each organization of the Army National Guard, in order to provide a continuous certified strength status and historical record of the Organization. These documents also provide the necessary information for reconstruction of a lost or destroyed personnel record.							
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION		No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers							1.5
Legal-size File Drawers				Floor Space Occupied (Square Feet)		In Office(s)	In Storage Area(s)
							59
				By Annual Accumulation		This Year's	Last Year's
				AVERAGE DAILY REFERENCES		Preceding Year's	All Prior Years'

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain.

YES NO

13. Is this the Record Copy of the series? ☒ YES ☐ NO
14. Is there a duplication of this series in another office or agency? ☐ YES ☒ NO
15. Is the information contained in this series ever summarized or published? ☐ YES ☒ NO
16. Does the series contain classified information requiring security handling? ☐ YES ☒ NO
17. Does the series document policies and procedures of agency's operation or function? ☐ YES ☒ NO
18. Could the function be performed if the files were lost or destroyed? ☐ YES ☒ NO
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ YES ☒ NO
20. Does the record series provide data as input to an EDP file? ☐ YES ☒ NO
21. Does the record series contain documentation produced as EDP printout? ☐ YES ☒ NO
22. Is the series affected by Federal or grant funds? ☐ YES ☒ NO
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ YES ☐ NO
Primarily for historical reference and research purposes.

24. REQUIREMENTS. The following requires the files to be kept PERMANENTLY years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☐ ADMINISTRATIVE DECISION f. ☒ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☒ CALENDAR YEAR - ☐ FISCAL YEAR - ☐ OTHER, then:

- A. ☐ Destroy immediately after cut off.
- B. ☐ Hold in current files area month(s)/ year(s), then:
- 1 ☐ Destroy.
- 2 ☐ Transfer to records center; hold year(s), then:
- a ☐ Destroy.
- b ☐ Transfer historical material to Archives; destroy remainder.
- 3 ☐ Destroy after audit (or year(s) after audit).
- C. ☐ Hold in current files area indefinitely.
- D. ☒ Hold in current files area 205 year(s), then transfer to Archives permanently.
- E. ☐ Other

(Indicate briefly rationale for recommendations above/or write additional remarks):

(ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE)

26. Inventory taken by J. G. Strange	Recommendations prepared by J. G. Strange	Approved for Division Date <i>Charles H. Thompson</i> 26 May 72	Records Management Officer Date <i>Joseph L. George</i> 25 May 72
Recommendations in Paragraph 25 are:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Head of Agency <i>[Signature]</i>	Date <i>6-7-72</i>
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Director, Archives & History <i>[Signature]</i>	Date <i>6-7-72</i>
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Secretary of State <i>[Signature]</i>	Date <i>6-7-72</i>
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Governor of Georgia <i>[Signature]</i>	Date <i>6-1-72</i>